

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

RESIGNATION

TO: Human Resource Services, Capistrano Unified School District

FROM: _____

DATE: _____

I hereby resign from the position of _____
now held by me as an employee of the Capistrano Unified School District.

Effective Date _____
(Last day worked) Access to District files and email will not be available after this date.

Signature _____

Name (Please print) _____

Address _____

Phone # _____

Employee ID # _____

School or Dept. _____

Please state your reason(s) for leaving below:

Retirement*

(First day of retirement will be) _____

*I understand as a CalPERS/CalSTRS retiree, I cannot be employed by a CalPERS/CalSTRS employer for a period of 180 days, from my first day of retirement. After the 180 day period, I understand that I may apply to be a substitute with CUSD and **will need to apply** as a “new” substitute employee, involving my participation in the employment process.

_____ **Initial**